Students should seek advising or carefully plan their schedule of courses to ensure a successful semester (i.e., avoid academic difficulties) and to avoid waivers or petitions. All petitions must include recent transcripts.

**ADD courses.** (DEADLINE = Sept. 13 = end of third week)

- It’s the student’s responsibility to ADD courses and ensure they have satisfied prerequisites for a course. Student should refer to their “Student Portal” to verify all their courses appear on their schedule.
- Students can ADD courses during registration periods before the start of instruction. Students are limited to 19 units.
- After instruction has started and through the first THREE WEEKS, a student must obtain a PERMISSION NUMBER from the instructor. The student must use the permission number to ADD the course to his or her schedule by the ADD deadline.
- Permission numbers bypass prerequisites & other restrictions (e.g., “junior status”), but not if the class is full.
- Instructors cannot ADD courses on behalf of the student, either before or after instruction begins.
- **Supervision courses:** Faculty are strongly encouraged to account for all supervision students under their stewardship and make sure they are registered for the correct course and correct number of units before the end of week 3 (*).

**LATE ADD** of courses. (begins Sept. 14)

- After the third week, students must submit a WAIVER OF COLLEGE REGULATIONS PETITION to LATE ADD a course.
- Due to safety concerns, petitions for a LATE ADD for “wet labs” or field labs after the fourth week will be denied.
- **Supervision courses** are frequently LATE ADDed very late in the semester. Faculty are strongly encouraged to account for all supervision students under their stewardship and ensure they are registered for the correct course and correct number of units before the end of week 3 (*).

(*) At latest, students should LATE ADD courses before the end of the FOURTH WEEK (Census deadline = Sept. 20).

**DROP** of courses. (DEADLINE = Sept. 13 = end of third week)

- Instructor DROP: Instructors can drop students up to one day before the DROP deadline. Lack of prerequisites or non-attendance are examples of reasons for dropping a student. So Instructors: CHECK your prerequisite roster!
- Students are responsible for DROPping themselves from a course if they (a) never attended the course, or (b) if they stop attending the course (i.e., it is not the instructor’s responsibility & students are not “automatically” dropped if they stop attending). Students shall confirm they are no longer enrolled in a course via their student portal.
- A dropped course will not appear on the student’s transcript.
- After the DROP deadline, it is the student’s responsibility to request withdrawal by the appropriate deadlines.

**EXCESS UNITS** (Petition + recent transcript provided by student as early in the semester as possible).

- Students can enroll in 19 units. Advising and careful planning should be taken to ensure a successful semester.
- If a student wishes to ADD more than 19 units, he or she must obtain approval by submitting the "EXCEED MAXIMUM UNITS PETITION" along with necessary signatures. To qualify, the student must have an SFSU-GPA of 3.0 or more.
- If a student wishes to enroll in 25 units or more, approval from the Dean of Undergraduate Studies is also required.

**AUDIT** of courses. (DEADLINE = Sept. 13 = end of third week)

- AUDIT is a formal way to listen to lectures in a course. Regular attendance by the auditing student is expected.
- A student may AUDIT a course after getting approval by Instructor/Chair/Dean (i.e., submit WAIVER OF COLLEGE REGULATIONS PETITION). However, “for credit” students will receive enrollment priority in the course.
- The student who seeks to AUDIT will be enrolled in the course on a non-credit basis. AUDIT status should be verified in the student’s portal (by student) or on the course roster (by the instructor).
- Once a student has enrolled in a course as an auditor, he or she can “switch” to credit status up until the ADD deadline (i.e., before or by end of THIRD WEEK). All petitions for credit after the semester ADD deadline (or retroactively for past semesters) will be denied. (CoSE recommendation: To avoid any misunderstandings, instructors should not provide or grade any assignments or exams to students enrolled as AUDIT).
- At the end of the semesters the notation “AU” will appear for the course in the student’s transcript.

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• Students who AUDIT a course cannot challenge a course to receive “Credit by Examination” (during enrollment or at some later date).

COURSE REPEAT or 3RD REPEAT (or more) of courses.
• Taking a course a second time is allowed if a student earned a “non-passing” letter grade less than “C”, NC, W, or WU.
• A course cannot be repeated if the student has received a CR or a letter grade of “C” or greater.
• NEW: Effective Fall 2017. If the student repeats a course and receives a passing letter grade, the letter grade for the first [non-passing] attempt will not be used in the student’s GPA calculation. This is known as “grade forgiveness”.
• If a student does not obtain a passing grade in two attempts he or she must submit a WAIVER OF COLLEGE REGULATIONS PETITION to request a third attempt. The petition will include a recent transcript and a written statement that explains (1) reasons for not passing in each previous attempt and (2) a success strategy for the third attempt.
• A student may repeat a maximum of 28 units of courses (withdrawals “W” do NOT count as a repeat). All parties (student, instructor, chair, Dean) should examine the transcript to ensure this limit is not exceeded. If 28 units of repeats is exceeded, the petition should be denied. Exceptions for reasons of genuine hardship must be explained & documented.
• The student should not assume that approval of 3RD repeat petitions will be granted. For lower division courses students should be advised to go to a community college. For common upper division courses students should be referred to a local four-year institution or online offerings.
• Genuine hardships may be considered for the 3RD repeat petition. A petition where the student justifies enrollment because he or she has already attended or participated in the course for a prolonged period is not valid.

CR/NC (Deadline = Oct. 18 = end of 8TH week of the semester)
• A student can opt for CR/NC. (Please note: some courses do not allow CR/NC & some course are only graded CR/NC. In these cases, students do not have an option). CR/NC changes after the deadline or retroactively will not be approved.
• If the option exists, students should not select CR/NC if the course is required for their major or for their study plan.

WITHDRAWAL (student submits withdrawal + transcript. Instructor or dept. enters brief description online)
• Withdrawal during the semester of enrollment should be for a “serious & compelling reason” (Sept 14-Nov 17) and must include documentation later in the semester (Nov 18-Dec 12). Examples are provided below:

<table>
<thead>
<tr>
<th>Acceptable:</th>
<th>NOT acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor error/ a first-semester student who misjudged course load or commute/ Serious personal, familial or medical reason/ documented disability/ Serious financial or job-related issues/ Change in care of a child or dependent/ Military service/ death of a close relative/</td>
<td>Risk of getting a poor grade or lowering GPA/ Stopped attending course/ Don’t need or want the course/ Took too many units/ Will retake course next semester/ Changed majors/ Need to study for other courses/ Long commute/ Social or extracurricular commitments</td>
</tr>
</tbody>
</table>

• Students can get a maximum of 18 units of withdrawals (includes units for retroactive withdrawal). Please note: withdrawal from ALL courses in a semester due to medical reasons or from College of Extended Learning courses (CEL) do not count toward the 18 unit maximum. Transcript must be examined to ensure 18 units of withdrawals are not exceeded.

• NEW: Effective Fall 2017. Because students are allowed 18 units of withdrawals, the past practice of “Instructor-Initiated” withdrawals will no longer be permitted. Students who leave a course without withdrawal will be assigned a WU (Withdrawal Unauthorized; numerically same as an F) if the instructor thinks normal evaluation of course performance is not possible. Please note: an “F” (student completed course, but failed) is not the same as WU (Student left course without withdrawal). Care should be used to assign “F” or “WU” appropriately.

• Retroactive Withdrawals: Are processed in paper form & must include transcript + documentation. Reasons for the retroactive withdrawal must be serious & withdrawal from all courses is expected. Exceptions must be explained.

INCOMPLETE
• Granted in consultation with instructor for serious reasons. Typically, 75% of course must be completed.
• Student has one year (default period) or instructor-set deadline to complete THIS course (i.e., student cannot enroll in same course in a later semester and cannot complete course with different instructor). After this date it becomes an IC (Incomplete Charged; numerically same as an F).